

**COUNTY OF LOS ANGELES - DEPARTMENT OF MENTAL HEALTH
PROGRAM SUPPORT BUREAU - QUALITY IMPROVEMENT DIVISION
Cultural Competency Unit**

TRANSFER OPPORTUNITY

Intermediate Typist Clerk

THIS IS NOT AN OFFICIAL EXAMINATION
RESTRICTED TO PERMANENT EMPLOYEES OF THE DEPARTMENT OF MENTAL HEALTH ONLY

The Quality Improvement Division - Cultural Competency Unit (QID-CCU) is seeking to hire a qualified **INTERMEDIATE TYPIST CLERK**. The CCU is responsible for planning, assessing, and evaluating the cultural and linguistic appropriateness of mental health services offered by LACDMH. Thus, the CCU provides guidance and technical support to the Department regarding federal, state and county initiatives that enhance the cultural and linguistic competency of our system of care.

EXAMPLES OF DUTIES:

- Administrative support for the CCU
- Preparation of meeting minutes for staff meetings and Cultural Competency Committee meetings
- Construction/formatting of various CCU reports, spreadsheets, tables, and graphs
- Photocopying, organizing and filing handouts for various Unit meetings or events
- Data entry and database maintenance for the Consumers' Preferred Language Reports
- Assist in the retrieval, preparation, organization, and assembly of the CCU documents for Medi-Cal audits, annual System Reviews, and other QID meetings.

DESIRABLE QUALIFICATIONS:

- Possess at least one year experience working as an ITC
- Proficiency in Microsoft Word, Excel and PowerPoint
- Effective follow-through and attention to assignment details
- Excellent verbal and written communication
- Excellent interpersonal skills

Interested individuals holding the title of **Intermediate Typist Clerk** are encouraged to e-mail their resumes, last two (2) performance evaluations and last two (2) years of master time records by **Friday, December 11, 2015** to:

Sandra Chang Ptasinski, Ph.D.
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Ph: (213) 251-6815

AN EQUAL OPPORTUNITY EMPLOYER